Operation Guide of SAMScan
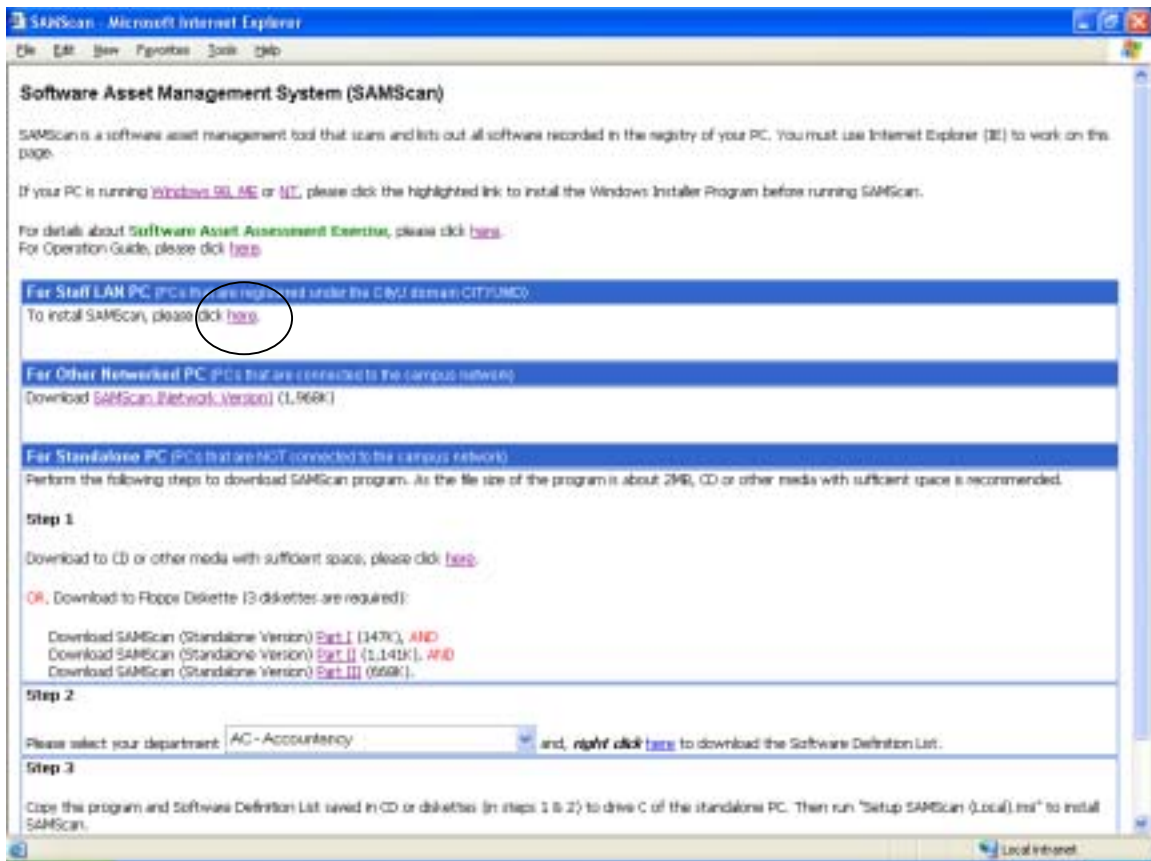
A. For Staff LAN PC

SAMScan for Staff LAN PC is to be used on PCs that are registered under the CityU domain CITYUMD.
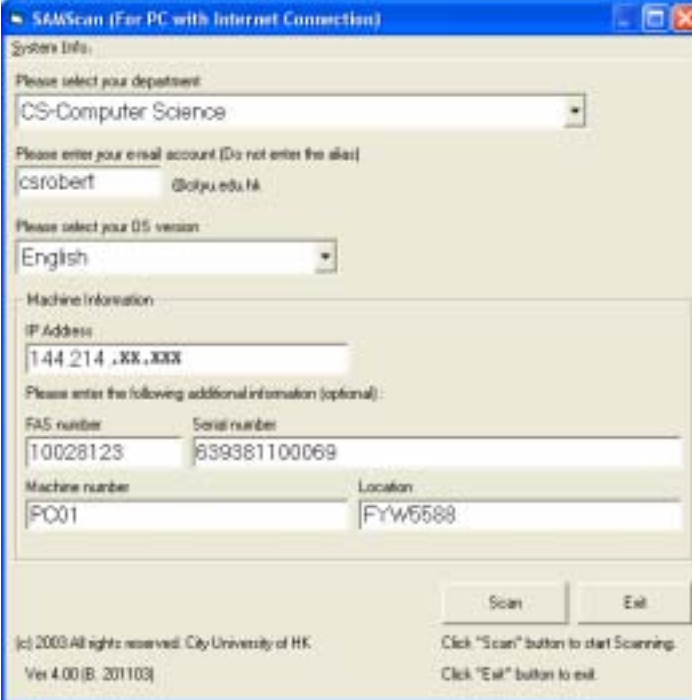
A. Step 1 - Installation of SAMScan

By clicking the given link, SAMScan will be installed into the PC, and the program will be run automatically.

Once SAMScan is successfully installed on the PC, it can also be run manually at any time by selecting **Start -> All Programs -> SAMScan -> SAMScan** from the task bar.

However, future installation has to be carried out when there is an updated version of SAMScan. The installation procedure is the same as above.

A. Step 2 - Run SAMScan

A.2.1   A dialog box will be shown.

A.2.2   Select department from the pull-down list.

A.2.3   Enter the owner of the PC. In most cases, it should be the staff email address but not alias, e.g. csrobert. For departmental PC, enter a name to identify its ownership.

A.2.4   Select OS version from the pull-down list. The OS version is the operating platform where SAMScan is installed. For a PC with more than one operating platform, SAMScan has to be installed and run on each operating platform for scanning its residing software.

A.2.5   The IP Address is automatically detected by SAMScan. If the IP address falls outside *144.214,* the program will stop and the user cannot proceed to the next step.

A.2.6   Enter the FAS number and the Serial Number (optional).

A.2.7   Enter the Machine Number and the Location to identify the PC (optional).

A.2.8   Click the **Scan** button to start scanning software or **Exit** to cancel the operation.

A.2.9   SAMScan will display the User Software List. It is a list of scanned software with their corresponding category type. Full explanation of the category types and user actions can be found in the Appendix.
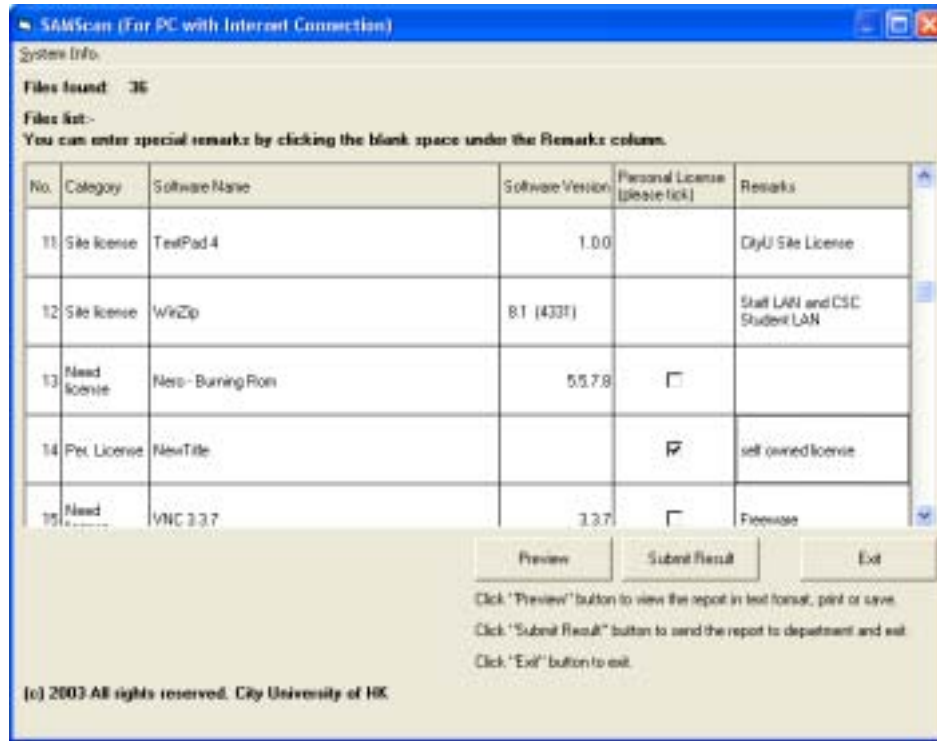
A.2.10 Check the **Personal License** box against the software item if the user has personal license. Since it is not applicable to site license software, the check box will not be shown.

A.2.11 Click the **Remarks** field to bring up a dialog box which allows users to enter or modify personal remarks. However, the remarks for site license software and departmental license software are pre-defined and thus are prohibited from changes.
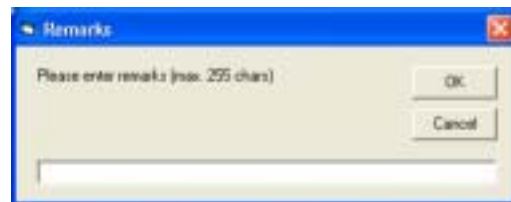
A.2.12 Click the **Preview** button to generate the User Software List in text format, which can be printed or saved to disk.
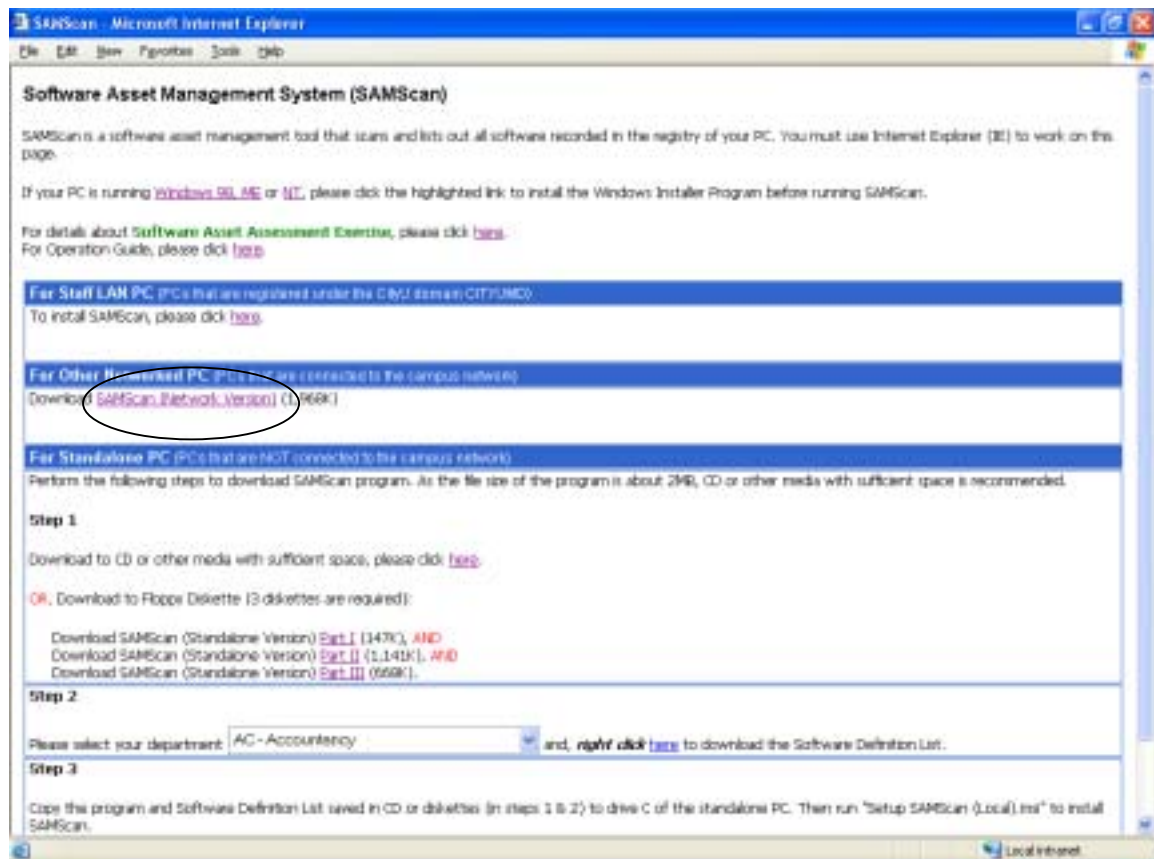
A.2.13 Click the **Submit Result** button to submit the User Software List electronically to the department.

A.2.14   Click the **Exit** button to terminate the process.

B. For Other Networked PC

SAMScan for Other Networked PC is to be used on PCs that are connected to the campus network but NOT registered under the CityU domain CITYUMD.

B. Step 1 - Installation of SAMScan


B.1.1   Download the SAMScan installation program by clicking the given link. Click **Save** to save the program to the PC.

B.1.2   If SAMScan version 3.10 or below has been installed in the PC before, uninstall it using **Control Panel** -> **Add or Remove Programs** before installing the latest version of SAMScan.

B.1.3   Start installation by running the program from the PC.

B.1.4   Once installation is started, a dialog box will be shown if the PC has already
         installed SAMScan version 4.0 or above. Click **Install SAMScan (Network)**
         to start installation.   Click **Remove SAMScan (Network)** if you want to
         remove the installed program. Click **Finish** to proceed.
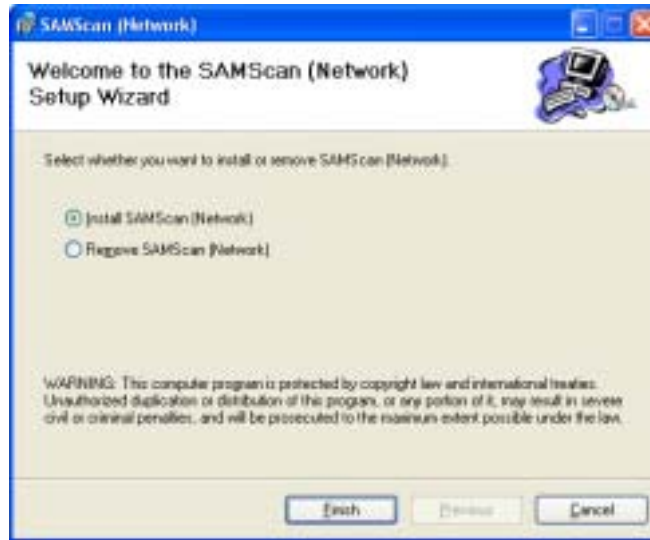
B.1.5   Follow the instructions to continue installation.

B.1.6   During the installation process, a dialog box may appear if other applications
         are running. Close applications and click **Try Again** button, or click **Continue**
         button to continue the installation.

Once SAMScan is successfully installed on the PC, it can also be run manually at any
time by selecting **Start -> All Programs -> SAMScan -> SAMScan** from the task bar.

However, future installation has to be carried out when there is an updated version of
SAMScan. The installation procedure is the same as above.

Step 2 - Run SAMScan

B.2.1   A dialog box will be shown.

B.2.2   Select department from the pull-down list.

B.2.3   Enter the owner of the PC. In most cases, it should be the staff email address but not alias, e.g. csrobert. For departmental PC, enter a name to identify its ownership.

B.2.4   Select OS version from the pull-down list. The OS version is the operating platform where SAMScan is installed. For a PC with more than one operating platform, SAMScan has to be installed and run on each operating platform for scanning its residing software.

B.2.5   The IP Address is automatically detected by SAMScan. If the IP address falls outside *144.214,* the program will stop and the user cannot proceed to the next step.

B.2.6   Enter the FAS number and the Serial Number (optional).

B.2.7   Enter the Machine Number and the Location to identify the PC (optional).

B.2.8   Click the **Scan** button to start scanning software or **Exit** to cancel the operation.

B.2.9   SAMScan will display the User Software List. It is a list of scanned software
         with their corresponding category type. Full explanation of the category types
         and user actions can be found in the Appendix.
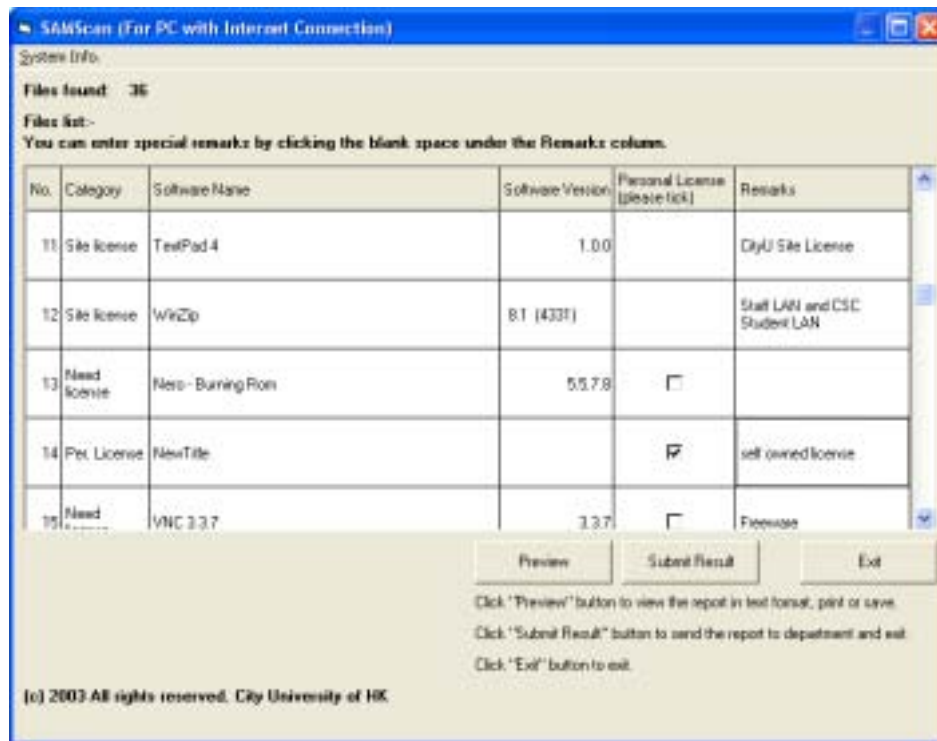
B.2.10   Check the **Personal License** box against the software item if the user has
         personal license. Since it is not applicable to site license software, the check
         box will not be shown.

B.2.11   Click the **Remarks** field to bring up a dialog box which allows users to enter or
         modify personal remarks. However, the remarks for site license software and
         departmental license software are pre-defined and thus are prohibited from
         changes.
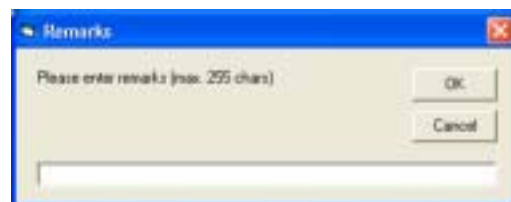
B.2.12   Click the **Preview** button to generate the User Software List in text format,
         which can be printed or saved to disk.

B.2.13   Click the **Submit Result** button to submit the User Software List electronically
         to the department.

B.2.14   Click the **Exit** button to terminate the process.

C. For Standalone PC

SAMScan for Standalone PC is to be used on PCs that are NOT connected to the campus network. To install and run it, altogether there are 5 steps:

Step	Perform on any Network PC	Perform on the Standalone PC that is to be scanned
1	Download SAMScan program from host to CD or floppy disks	
2	Download Software Definition List from host	
3		Install SAMScan program. Copy installation files & software definition list from CD or floppy disks to hard disk
4		Run SAMScan
5	Upload User Software List to host	

C. Step 1 - Download SAMScan program from host (on a Network PC)

CD or media with sufficient space

Floppy Diskettes
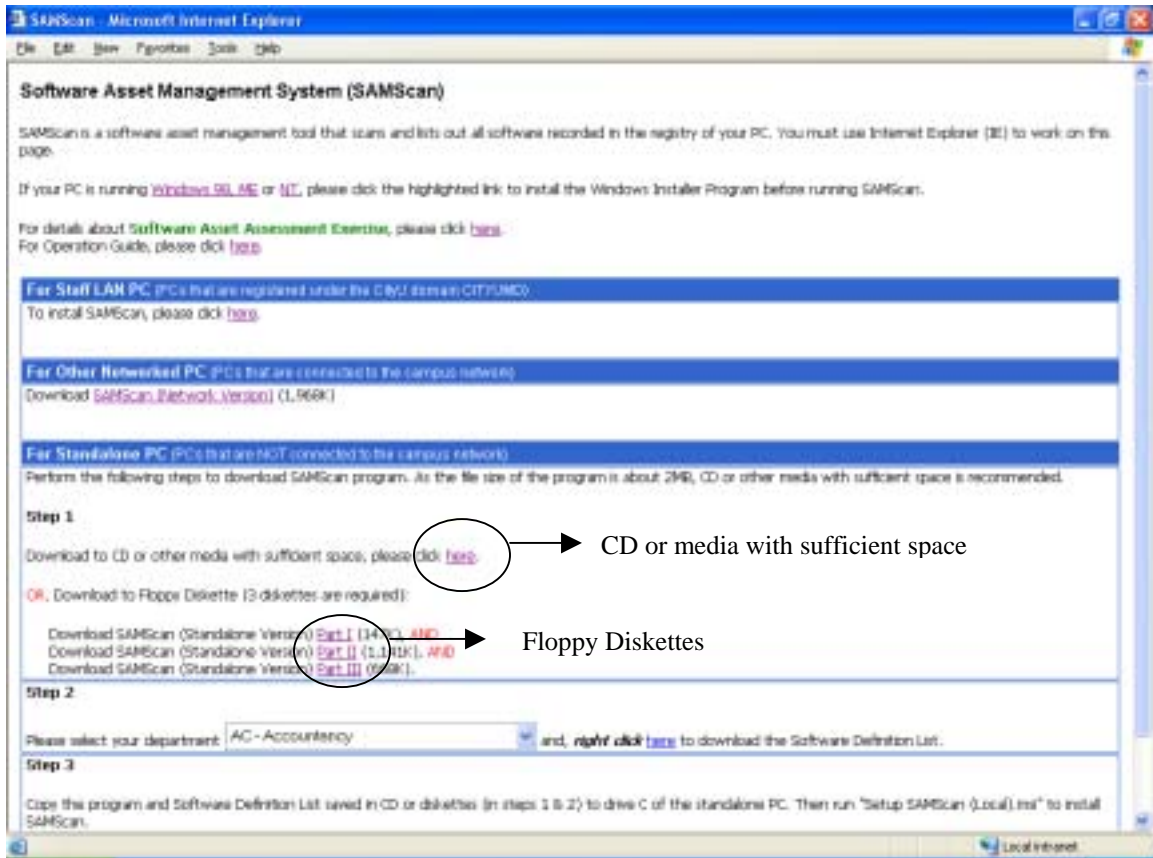
C.1.1 Since the size of the installation program of SAMScan is around 2MB, it is recommended to save the installation program to a CD or other media with sufficient space.

C.1.2 Click the given link to save the program to the CD so that it can be copied to the standalone PC.

C.1.3 However, if CD or the required media is not available, the installation program can be downloaded as 3 separate files. In this case, get ready 3 blank high density diskettes and label them as DISK_1, DISK_2 and DISK_3.

C.1.4 Click the given links to save the installation program files to the diskettes.

C. Step 2 - Download Software Definition List from host (on a Network PC)
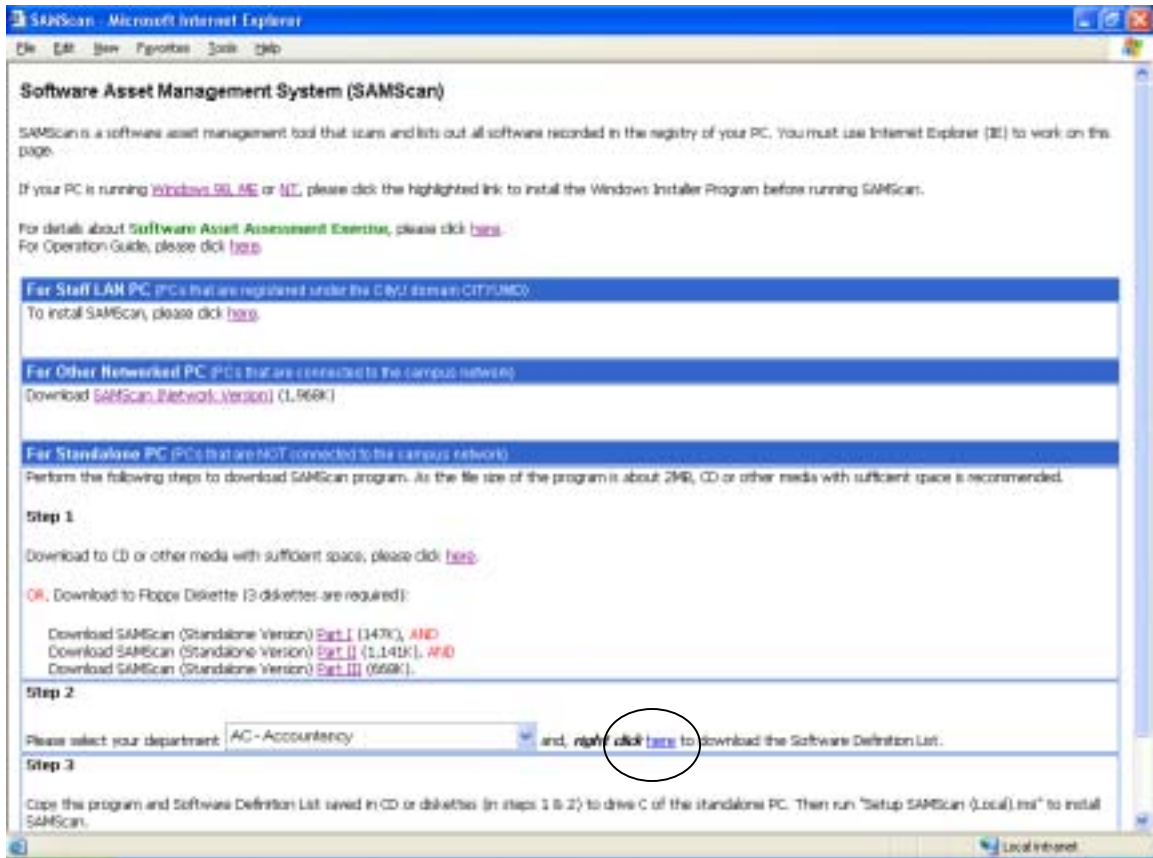
C.2.1   Get ready one blank diskette and label it as Software Definition List.

C.2.2   Select department from the pull-down list and right click the given link to download the Software Definition List to the diskette.

C. Step 3 - Install SAMScan and Software Definition List (on a Standalone PC)

C.3.1   Copy the program(s) saved in the CD or diskettes (in step 1) to drive C of the standalone PC.

C.3.2   Run **Setup SAMScan (Local).msi** from drive C.

C.3.3   Once installation is started, a dialog box will be shown if the PC has already installed SAMScan with version 4.0 or above. Click **Repair SAMScan (Local)** to start installation. Click **Remove SAMScan (Local)** if you want to remove the installed program. Click **Finish** to proceed.
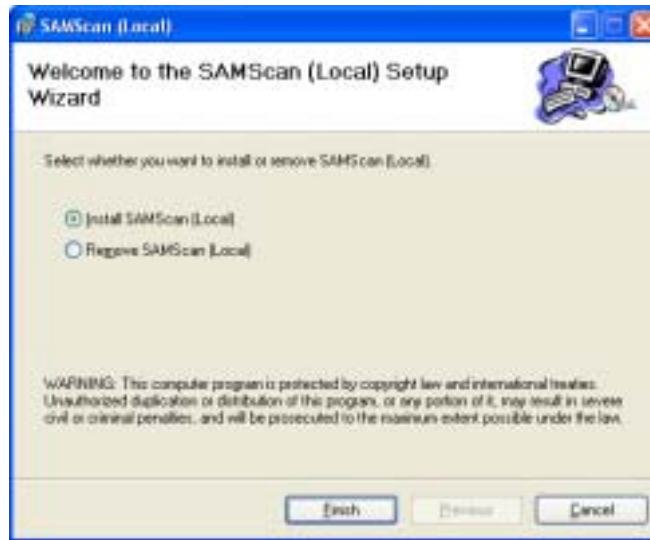
C.3.4   Follow the instructions to continue installation.

C.3.5   During the installation process, a dialog box may appear if other applications are running. Close applications and click **Try Again** button, or click **Continue** button to continue the installation.
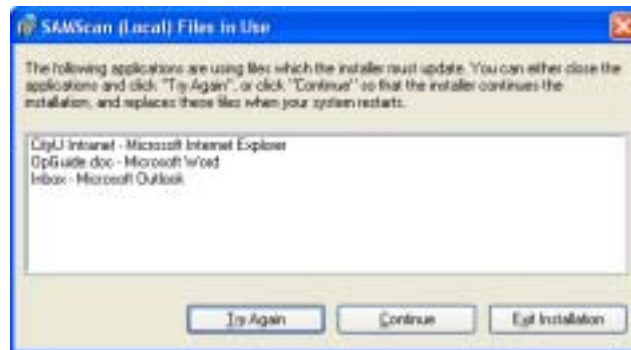

C.3.6   Copy the Software Definition List from diskette saved in step 2 to drive C. The default file name of the Software Definition List is "cityu<*dept code*>.txt", e.g. cityu*cs*.txt.

Once SAMScan is successfully installed on a PC, it can be run manually at any time by selecting **Start -> All Programs -> SAMScan -> SAMScan** from the task bar. However, future downloading and installation have to be carried out when there is an updated version of SAMScan or Software Definition List. The procedure is the same as above.

Users are always recommended to install the latest Software Definition List each time before running SAMScan.

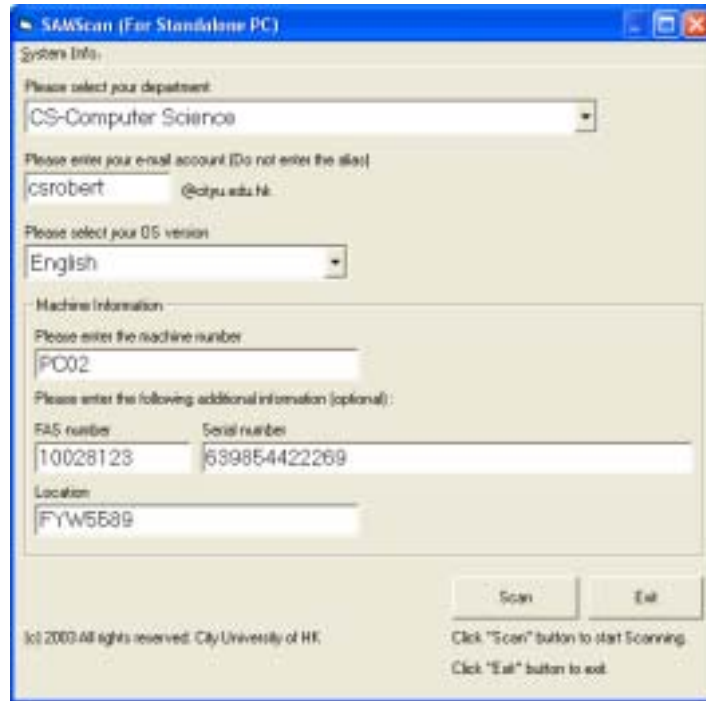## C. Step 4 - Run SAMScan (on a Standalone PC)

C.4.1   Locate the program shortcut "SAMScan" at **Start -> Programs -> SAMScan**
         from the task bar. Click the shortcut to run the program.
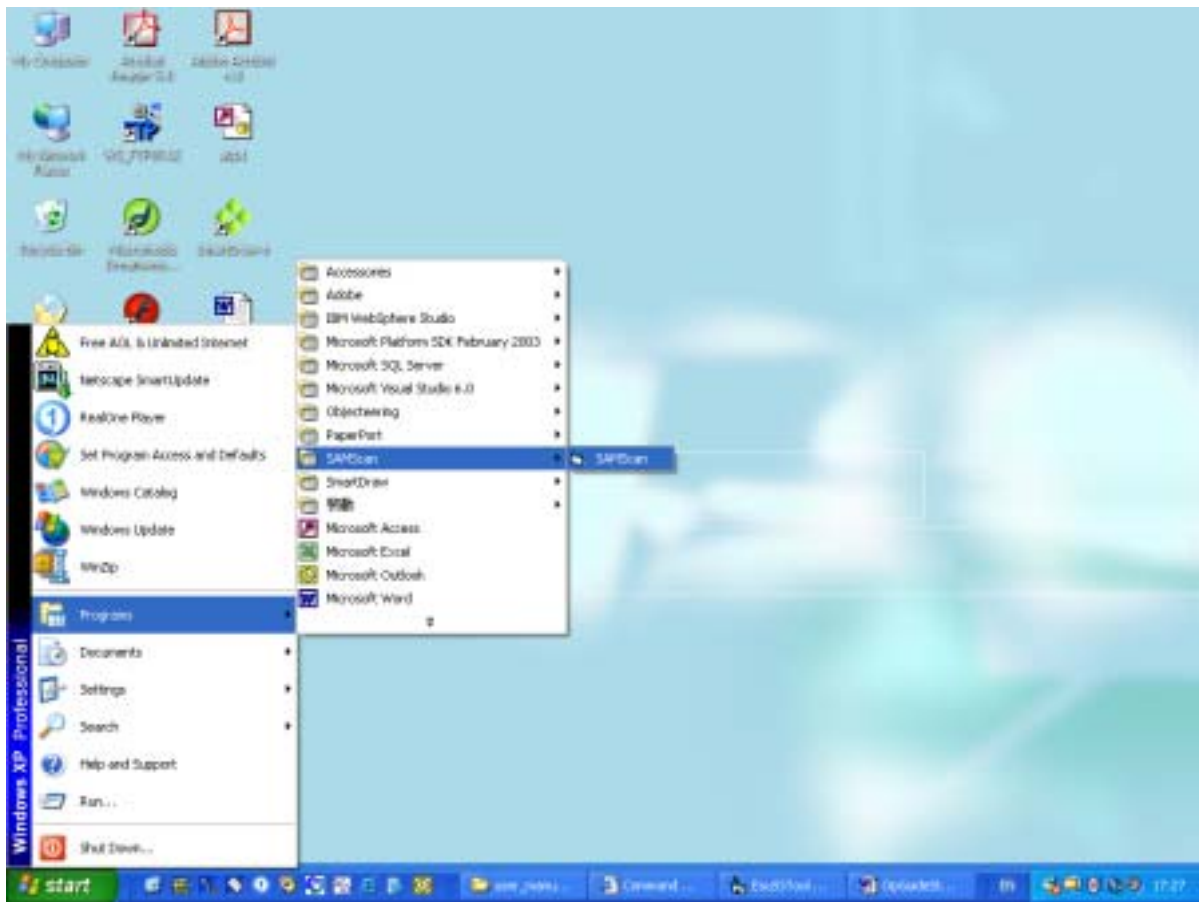

C.4.2   A dialog box will be shown. Locate the folder where Software Definition List
   is stored in step C.3.6. Press **Next** to continue.


C.4.3   A dialog box will be shown.

C.4.4   Select department from the pull-down list.

C.4.5   Enter the owner of the PC. In most cases, it should be the staff email address but not alias, e.g. csrobert. For departmental PC, enter a name to identify its ownership.

C.4.6   Select OS version from the pull-down list. The OS version is the operating platform where SAMScan is installed. For a PC with more than one operating platform, SAMScan has to be installed and run on each operating platform for scanning its residing software.

C.4.7   Enter the Machine Number which can uniquely identify the PC within the department.

C.4.8   Enter the FAS number and the serial number (optional).

C.4.9   Enter the location of the machine (optional).

C.4.10   Click the **Scan** button to start scanning software or **Exit** to cancel the operation.

C.4.11   SAMScan will display the User Software List. It is a list of scanned software with their corresponding category type. Full explanation of the category types and user actions can be found in the Appendix.
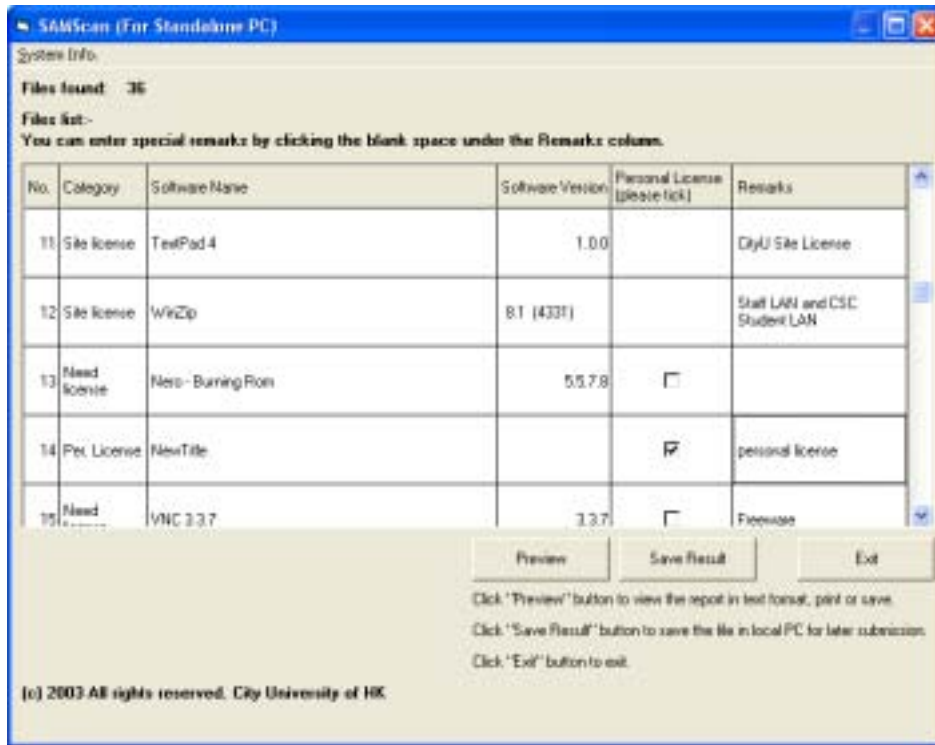
C.4.12 Check the **Personal License** box against the software item if the user has personal license. Since it is not applicable to site license software, the check box will not be shown.

C.4.13 Click the **Remarks** field to bring up a dialog box which allows users to enter or modify personal remarks. However, the remarks for site license software and departmental license software are pre-defined and thus are prohibited from changes.
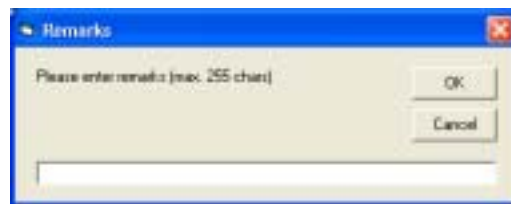
C.4.14 Click the **Preview** button to generate the User Software List in text format, which can be printed or saved to disk.

C.4.15 Clicking the **Save Result** button will save the User Software List to a floppy diskette for later uploading to the host. Enter a file name which has to be unique for each User Software List being saved. The suggested file name is "<**dept code**><*machine number of the PC*>.txt", e.g. **cs***labpc02*.txt.
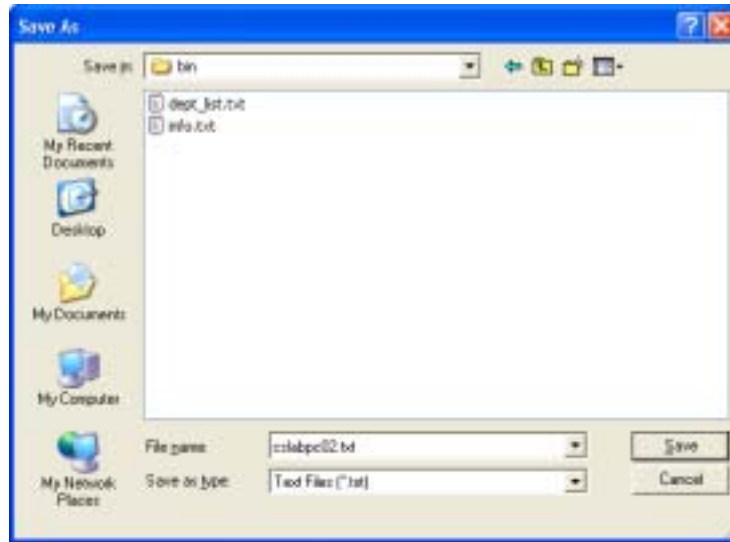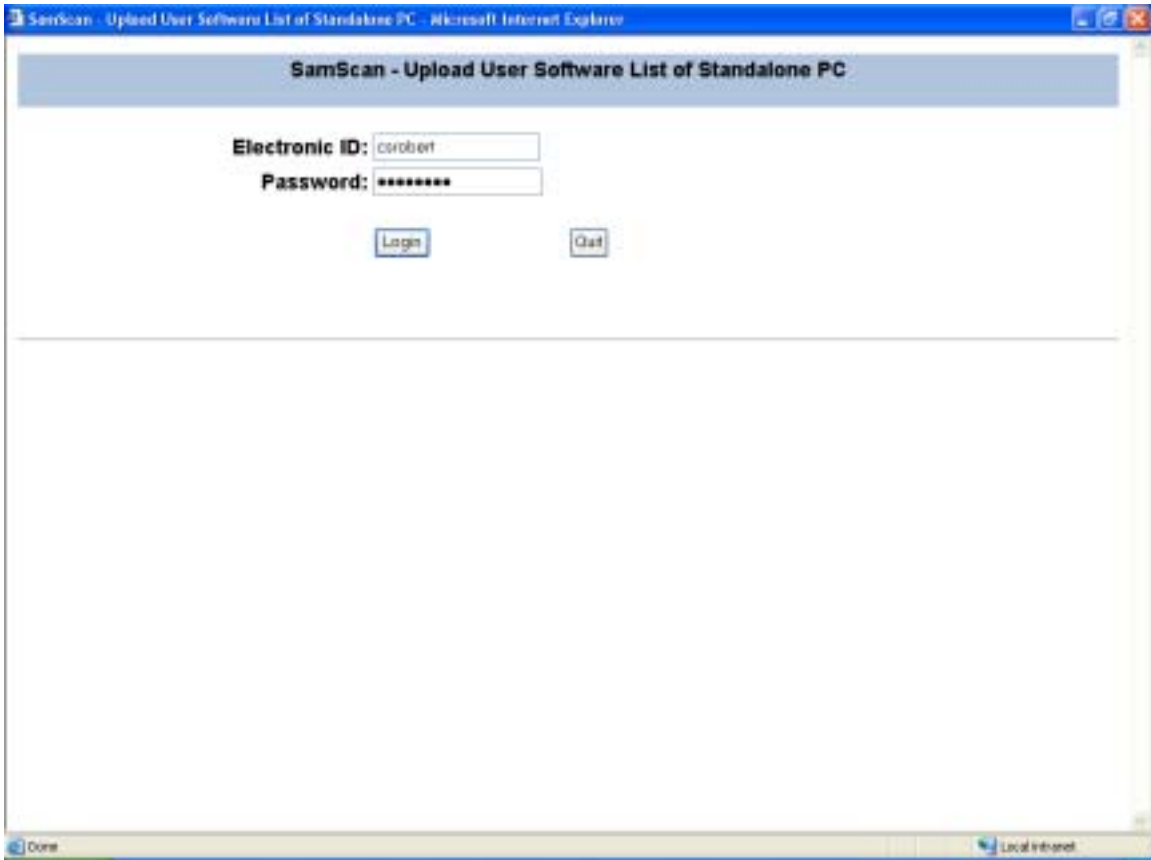
C.4.16   Click the **Exit** button to terminate the process.

C. Step 5 - Upload User Software List to host (on a Network PC)
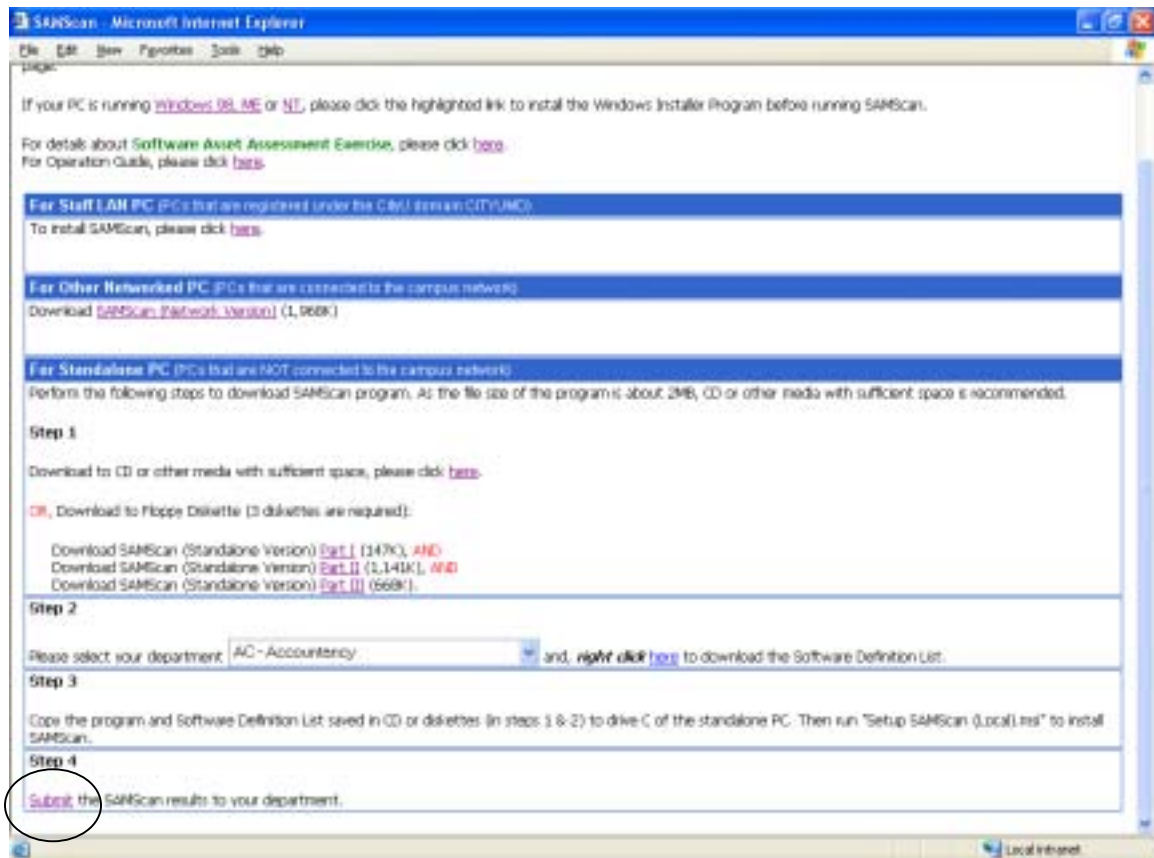
C.5.1   On a network PC, click the link to upload the results.

C.5.2   User will be prompted to log in. Enter your Electronic ID and Password.

C.5.3   User can upload up to 10 files each time. Press **Browse** to locate the files.
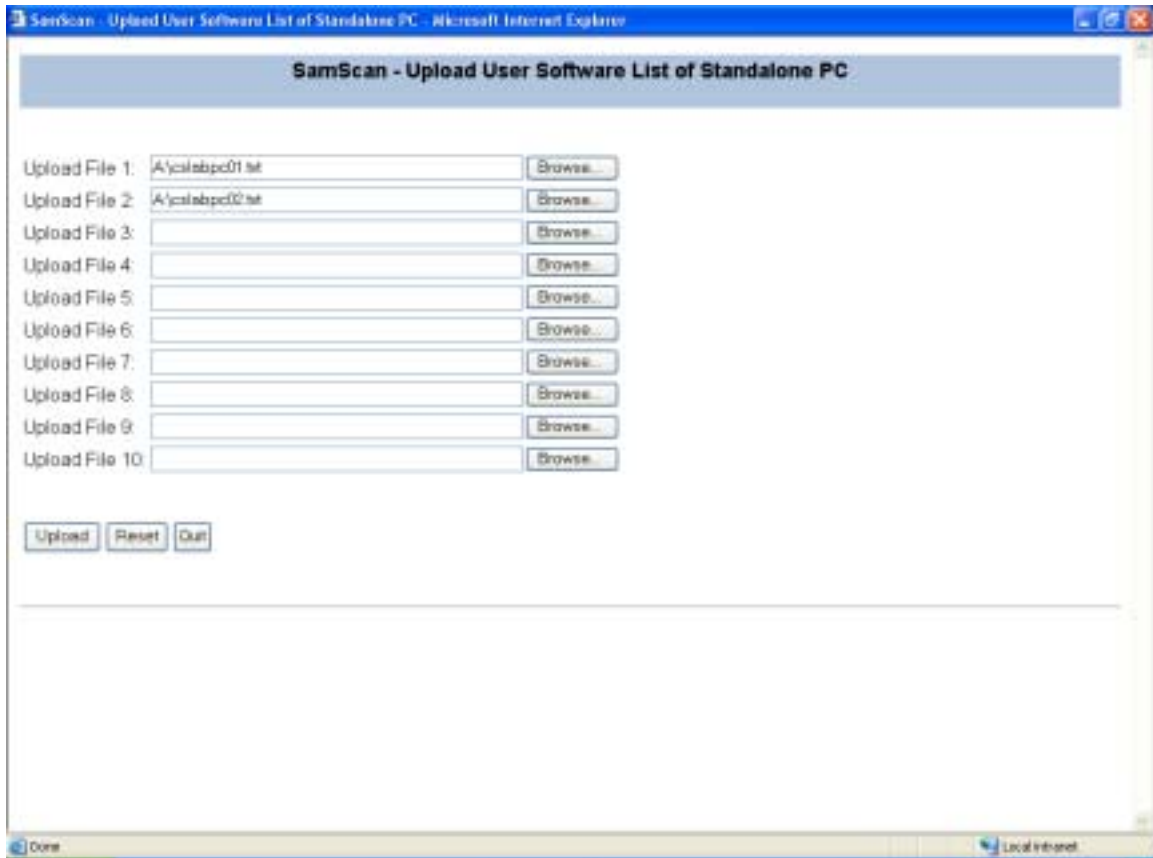
C.5.4   After selecting all the files, press **Upload** button to upload them to the host. You may clear all the file names entered by pressing **Reset** button, or terminate the process by pressing **Quit** button.

Appendix : Software Category Types

Software detected and reported by SAMScan are identified into 9 categories. The following table briefly describes each category type and the expected user actions.

	Category Type	Description	User Actions (*)
1	Site license	It refers to the software license acquired centrally for use in the University. Such license information is maintained by CSC. In most cases, the license covers all PCs in the University. However, there may be licenses with restricted usage, e.g. used for teaching only. In the latter case, the restrictions will be stated clearly in the Remarks column in the SAMScan report.	User should read the Remarks column carefully. For software that has restricted usage, user should check if he/she complies with it. If not, take appropriate action to acquire license or to remove it immediately.
2	Dept license	It refers to the software license acquired by the department. Such license information is maintained by the departmental administrators. Whether the license covers all PCs or designated PCs, departmental administrators will state clearly the conditions under the Remarks column.	User should read the Remarks column and check if he/she complies with the condition. If not, take appropriate action to acquire license or to remove it immediately.
3	Personal license	It refers to the software license acquired personally by a user. Such license information is maintained by the individual user.	User can optionally enter special remarks for communicating with the departmental administrator.

4	Need license	Use of these software need licenses. However, SAMScan detects that they are not covered by Site license nor Department license	User should acquire appropriate license, or remove the software immediately.
5	Shareware	These are software put up for user evaluation or trial whose usage is subject to terms and conditions as laid down by the copyright owners.	User should check if he/she is observing the terms and conditions. If not, take appropriate action to acquire license or to remove it immediately.
6	Freeware	These are software that are free to use.	No action is required. Users can continue to use the software.
7	Bundled with hardware	These software are usually bundled with hardware.	As long as the users have the hardware, they can continue to use the software.
8	Software Component (hidden)	These are components of major software, which are detected in the PC registry. For example, some update patches and hotfix.	These hidden software items will not be shown in the User Software List.
9	Unknown	These are software that SAMScan cannot identify. Usually they are new to the SAMScan license database.	User should remove all software without proper license. If user can identify the category type, please inform the departmental administrator.

(*) If users find that the software is classified in an inappropriate category type, please approach and discuss with the departmental administrators.